

# **City of Seward Downtown Revitalization Façade Improvement Commercial Rehabilitation Grant Program**

## **Items Included:**

1. Program Guidelines
2. Program/Application Instructions
3. Application
4. Davis Bacon Labor Standard – Contractor’s Guide
5. Seward County Wage Determination – 4/06/18
6. Downtown Revitalization Area Map
7. Historic Preservation Information
8. Program Process Flowchart and Contacts

**Application Deadline: Friday July 20, 2018, 4:00 p.m.,  
at Seward City Hall, 537 Main St., Seward, NE 68434.**

## **Questions:**

**Greg Butcher, Seward City Administrator – 402-643-2928**

**Jonathan Jank, SCCDP Executive Director – 402-643-0513**

**Trey Ertmer, SENDD/Grant Administrator – 402-475-2560**

## **CITY OF SEWARD MISSION STATEMENT**

Our City promotes genuine community spirit by providing  
friendly, quality services to people who live, work and play in Seward.

*“Nebraska’s Official 4<sup>th</sup> of July City”*

## **DTR Grant Instructions**

Because the grants for the Seward Downtown Revitalization projects are funded by a federal Community Development Block Grant (CDBG) which is administered by the Nebraska Department of Economic Development (DED) the following instructions must be fulfilled in their entirety (as applicable):

### **1. Façade Improvement/Commercial Rehab Program**

- Review the program guidelines.

### **2. Application**

- Complete the application and return it to Bonnie Otte, Seward City Clerk, 537 Main Street, Seward, NE 68434, **by 4:00pm Friday, July 20, 2018.**

### **3. Citizenship Attestation**

- The United States Citizenship Attestation form must be signed and returned to Bonnie Otte.

### **4. Release and Hold Harmless Agreement**

- The Release and Hold Harmless Agreement must be signed and returned to Bonnie Otte.

### **5. Work Plan**

- Attach all quotes from vendors and contractors for labor and materials for work to be completed.

### **6. Section 106**

- The purpose of Section 106 Review is to ensure that any changes to historic buildings using CDBG or other federal funds do not have an adverse effect on the structure's historic integrity.
- The State Historic Preservation Office (SHPO) must approve all projects before they can be funded.

### **7. Davis-Bacon Act**

- The purpose of the Davis-Bacon Act is to ensure that the local prevailing wage is paid to contractors and their employees

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- All grant recipients, contractors and subcontractors must comply with the Davis-Bacon Act. The following applicable documents are attached:
  - i. Davis-Bacon Labor Standards Contractor's Guide: Provides overview of payroll and wage requirements for contractors and subcontractors.
  - ii. Prevailing wage determinations

## **8. SAM.gov Registration**

- As of April 20, 2015, any entity receiving CDBG funds is required to register with the website SAM.gov. This includes all Seward Downtown Revitalization grant recipients, contractors and subcontractors, SAM stands for System Administration Management and allows the state and federal government to be assured the vendors and grant recipients are legitimate businesses, even if they are a sole proprietorship.
- You will need to create a user account, enter a DUNS number (which is a 9 digit identifying number that can be obtained from the Dunn and Bradstreet link on SAM.gov.) and register your business. If you have any problems or questions, please call Trey Ertmer, Southeast Nebraska Development District (SEND) CDBG Administrator at (402) 475-2560.
- DED provides guidance on this matter. The guidance notes that “registrants are required to complete a one-time registration. This registration must be re-certified annually.” See below and also additional guidance at: [www.sam.gov](http://www.sam.gov)

## **9. Project Construction**

- Grant recipients shall not proceed with the project until they have received a written Notice to Proceed from the City of Seward.
- Contact Trey Ertmer (SEND) when a contractor or subcontractor begins work on a project. To comply with Davis-Bacon Act, Trey must conduct an interview with the contractors and workers to be sure they are being paid the prevailing wage. This is a requirement of the DED and federal law.
- If any deviation from the plan approved by SHPO is required, please consult with Trey and he will provide guidance and resubmit the revision to SHPO if necessary.

## **10. Request for Reimbursement**

- A grant recipient is eligible to submit a Request for Reimbursement once they have completed and paid for work in excess of their minimum match requirement. The grants require at least a 50% match.
- Complete the attached Request for Reimbursement form and submit to Trey Ertmer with the following documentation to prove compliance with the Davis-Bacon Act.

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- i. Invoice from each contractor/vendor for work completed.
  - ii. Cancelled check or bank statement proving the the work from the invoice has been paid to the contractor/vendor.
  - iii. Weekly certified payrolls (timesheets per the Contractor's Guide for the Davis-Bacon Act).
- The Request for Reimbursement must be approved by Trey Ertmer to ensure compliance with Section 106 and the Davis-Bacon Act. If applicable, the Building Official must inspect work to ensure it complies with applicable building codes.
- Once approved, Trey Ertmer (SEND) will request a draw-down from the Department of Economic Development. The minimum draw-down request for a CDBG grant per DED regulations is \$5,000. Therefore, if a grant recipient's Request for Reimbursement is less than \$5,000 it will not be submitted to the DED until additional Requests for Reimbursement are received so the aggregate total is \$5,000 or greater. The City will work to ensure reimbursements are requested in a timely manner.
- The City will reimburse the grant recipient for any Request for Reimbursement once the funds are received from the DED.

## **11. Contact Information**

- Trey Ertmer, DTR Grant Administrator  
Southeast Nebraska Development District (SEND)  
(402) 475-2560  
[tertmer@sendd.org](mailto:tertmer@sendd.org)
- Greg Butcher, City Administrator  
City of Seward  
(402) 643-2928  
[greg.butcher@cityofsewardne.gov](mailto:greg.butcher@cityofsewardne.gov)
- Bonnie Otte, City Clerk  
City of Seward  
(402) 643-2928  
[bonnie.otte@cityofsewardne.gov](mailto:bonnie.otte@cityofsewardne.gov)

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P.O. Box 38 • 537 Main Street  
Seward, Nebraska 68434  
Phone and TDD 402-643-2928  
Fax 402-643-6491  
[www.cityofsewardne.gov](http://www.cityofsewardne.gov)

## **Application**

### **Seward Facade Improvement/Commercial Rehabilitation Program**

**(Attach additional pages to provide additional information.)**

Applicant Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

\_\_\_\_\_

Type of façade improvement planned (see Design Guidelines)

☐ Restoration      ☐ Renovation      ☐ Replacement      ☐ Reconstruction

Structural alterations: \_\_\_\_\_

Cosmetic alterations (i.e. moldings): \_\_\_\_\_

Painting (approximate sq. ft. area): \_\_\_\_\_

Interior Improvements: \_\_\_\_\_

Specify other work (i.e. awnings): \_\_\_\_\_

\_\_\_\_\_

Total cost of project: \_\_\_\_\_

DTR Project Funds Amount requested: \$\_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project, and understand that these must be approved by the City of Seward. No work may begin until I have received written notice to proceed from the City of Seward. I further understand that the project must be completed by November 8, 2019. Grant funds will not be paid until the project is commenced. If the City has not received correspondence in that time frame, the funds will be reallocated. I agree to leave the completed project in its approved design and colors for a period of five (5) years from the date of completion. If changed before the end of five (5) years, I agree to pay back the funded amount.

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Signature of Property Owner

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Signature of Business Owner (if applicable)

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Printed Name & Title of Property Owner

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Printed Name & Title of Business Owner

---

Date

---

Date

## Release and Hold Harmless Agreement

Release executed on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by (Property Owner) \_\_\_\_\_ and  
(Business owner if applicable) \_\_\_\_\_, of  
(Street Address) \_\_\_\_\_, City of Seward, State  
of Nebraska, referred to as Releaser(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releaser(s), understands that they are solely responsible for providing their own contractors, paying their contractors, to assure that those contractors are fully insured and licensed, and have obtained all necessary permits in accordance with all pertinent regulations. The Releaser(s) waives, releases, discharges, and agrees to indemnify the City of Seward (or entities under the City's umbrella), for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with City or State guidelines.

Releaser(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and that if any portion of the agreement is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

Releaser's obligation and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and are not a mere recital.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Business owner (if applicable)

\_\_\_\_\_  
Printed Name & Title of Property Owner

\_\_\_\_\_  
Printed Name & Title of Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Attestation of U.S. Citizenship

For the purpose of complying with Neb.Rev.Stat. §§4-108 through 4-114, I attest as follows:

\_\_\_\_\_ I am a citizen of the United States

-OR-

\_\_\_\_\_ I am a qualified alien under the Federal Immigration and Nationality Act, my immigration status and alien number are as follows:

\_\_\_\_\_, and I agree to provide a copy of my USCIS documentation upon request.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Printed Name:

\_\_\_\_\_

First

Middle

\_\_\_\_\_

Last

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

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## **DAVIS-BACON LABOR STANDARD**

### Contractor's Guide

## **Section I – The Basics**

### **1-1 The Wage Decision.**

All Community Development Block grant (CDBG) Contractors must comply with the Prevailing Wage Requirements. Davis-Bacon labor standards stipulate the wage payment requirements for Carpenters, Electricians, Plumbers, Roofers, Laborers, and other construction work classifications. The Davis-Bacon wage decision that applies to the project contains a schedule of work classifications and wage rates that must be followed.

- a. **The work classification and wage rates.** A Davis-Bacon wage decision is simply a listing of different work classifications and the minimum wage rates that must be paid to anyone performing work in those classifications. A Project Wage Rate Sheet will be provided with prevailing wages and fringe benefits.
- b. **Posting the wage decision.** If you are the prime contractor, you will be responsible for posting a copy of the Project Wage Rate Sheet and a copy of the DOL Davis-Bacon poster titled Employee Rights under the Davis-Bacon Act (Form WH-1321) at the job site in a place that is easily accessible to all of the construction workers employed at the project and where the wage decision and poster won't be destroyed by wind or rain, etc.

### **1-2 Additional "Trade" Classifications and Wage Rates.**

What if the work classification you need isn't on the wage decision? Please contact Trey Ertmer, Grant Administrator at the SENDD, phone (402) 475-2560.

### **1-3 Certified Payroll Reports.**

You will need to submit a weekly certified payroll report (CPR) beginning with the first week that your company works on the project and for every week afterward until your firm has completed its work. It is recommended to number the payroll reports beginning with #1 and to clearly mark your last payroll for the project "Final."

- a. **Payroll formats.** Please use DOL's WH-347, Payroll. You may access a fillable version of the WH-347 online at HUD Clips (HUD Forms and Publications):  
<https://www.dol.gov/whd/forms/wh347.pdf>
- b. **Payroll certifications.** The weekly payrolls are called certified because each payroll is signed and contains language certifying that the information is true and correct. Please make sure to include the signed second sheet.

- c. **“No Work” payrolls.** “No work” payrolls may be submitted whenever there is a temporary break in your work on the project, for example, if your firm is not working on the project but will be returning to the job in a couple of weeks. However, if you know that your firm will not be working on the project for an extended period of time, please send a short note to the Grant Administrator, Trey Ertmer, to let him know about the break in work and to give an approximate date when you will return to the project. If you number payrolls consecutively or if you send a note, you do not need to send “no work” payrolls.
- d. **Payroll retention.** Every contractor must keep a complete set of their own payrolls and other basic records such as employee addresses and full SSNs, time cards, tax records, evidence of fringe benefit payments, for a Davis-Bacon project for at least three (3) years.
- e. **Payroll inspections.** In addition to submitting payrolls to the Grant Administrator, every contractor must make their copy of the payrolls and other basic records available for review or copying to any authorized representative.
- f. **Please feel free to contact the Grant Administrator with any questions while preparing the Form WH-347.**

## Section II – Payroll Reviews

### 1-4 **Compliance Reviews.**

- a. **On-site interviews.** Every employer must make their employees available for interview at the job site with the Grant Administrator or other agency representative. The interviews are confidential and the employee will be asked about the kind of work they perform and their rate of pay. Every effort will be made to ensure that these interviews cause as little disruption as possible to the on-going work. The interviewer will record the interview information, on a form HUD-11, record of Employee Interview, and forward the interviews to the Grant Administrator.
- b. **Project payroll reviews.** The Grant Administrator will compare the information on the interview forms to the corresponding payrolls to ensure that the workers are properly listed on the payrolls for the days and hours worked on the job site, work classification and rate of pay. The Grant Administrator will also review the payroll submissions to make certain that the payrolls are complete and signed; that employees are paid no less than the wage rate for the work classification shown; and all other documentation as may be required.

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General Decision Number: NE180061 04/06/2018 NE61

Superseded General Decision Number: NE20170061

State: Nebraska

Construction Type: Building  
BUILDING CONSTRUCTION INCLUDING WORK ON INDUSTRIAL SITES

County: Seward County in Nebraska.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	01/05/2018
1	02/02/2018
2	04/06/2018

CARP0427-002 06/01/2017

	Rates	Fringes
CARPENTER (Including Acoustical Ceiling Installation).....	\$ 25.91	13.15

\* ELEC0265-003 03/05/2018

	Rates	Fringes
ELECTRICIAN		
Zone 1.....	\$ 28.89	11.71
Zone 2.....	\$ 29.19	11.73
Zone 3.....	\$ 29.49	11.73
Zone 4.....	\$ 29.89	11.76

ZONE DEFINITIONS:

Zone 1: 0 to 35 miles from the main Post Office in Lincoln  
Zone 2: 36 to 50 miles from the main Post Office in Lincoln

Zone 3: 51 to 75 miles from the main Post Office in Lincoln  
 Zone 4: 76 miles and over from the main Post Office in  
 Lincoln

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 ELE 0028-001 01/01/2018

	Rates	Fringes
ELE ATOR MEC ANIC.....	\$ 43.10	32.645 a b

FOOTNOTE:

- a. Vacation Pay: 8 for persons with 5 or more years of service, 6 for persons with less than 5 years of service.  
 b. Paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

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 ENGI0571-004 10/01/2013

	Rates	Fringes
OPERATOR: Crane.....	\$ 27.08	10.69
OPERATOR: Forklift.....	\$ 21.70	10.69

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 \* IRON0021-002 06/01/2017

	Rates	Fringes
IRONWORKER, STRUCTURAL.....	\$ 29.09	15.52

-----  
 LABO1140-003 06/01/2017

	Rates	Fringes
LABORER (Mason Tender, Brick od).....	\$ 21.69	9.40

-----  
 PLUM0464-007 05/29/2016

	Rates	Fringes
PIPEFITTER (Including AC Pipe Installation).....	\$ 35.04	16.44

-----  
 S EE0003-002 07/01/2015

	Rates	Fringes
S EET METAL WORKER (Excludes Installation of AC Duct).....	\$ 32.89	14.93

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 SUNE2011-035 10/27/2011

	Rates	Fringes
BRICKLAYER.....	\$ 24.44	0.00
CARPENTER.....	\$ 18.48	1.78

CEMENT MASON/CONCRETE FINIS ER...	\$ 15.77	2.06
ELECTRICIAN (Alarm Installation).....	\$ 19.68	4.12
ELECTRICIAN (Low voltage Wiring).....	\$ 20.15	4.84
FORM WORKER.....	\$ 14.97	2.06
LABORER: Common or General.....	\$ 12.11	0.00
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 20.68	4.93
OPERATOR: Bobcat/Skid Steer/Skid Loader.....	\$ 21.72	2.10
OPERATOR: Loader.....	\$ 19.27	4.00
PAINTER: Brush, Roller and Spray.....	\$ 14.26	0.00
PLUMBER, Excludes AC Pipe Installation.....	\$ 22.92	6.00
ROOFER.....	\$ 13.57	0.77
SEET METAL WORKER ( AC Duct Installation Only).....	\$ 21.89	6.30
TRUCK DRIVER, Includes Dump and Tandem Truck.....	\$ 14.09	2.49
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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Unlisted classifications needed for work not included within

the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UA G" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UA G identifier indicate

that no single majority rate prevailed for those classifications however, 100 of the data reported for the classifications was union data. E AMPLE: UA G-O -0010 08/29/2014. UA G indicates that the rate is a weighted union average rate. O indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UA G rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) as there been an initial decision in the matter This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and our Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and our Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and our Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and our Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and our Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material,

etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION



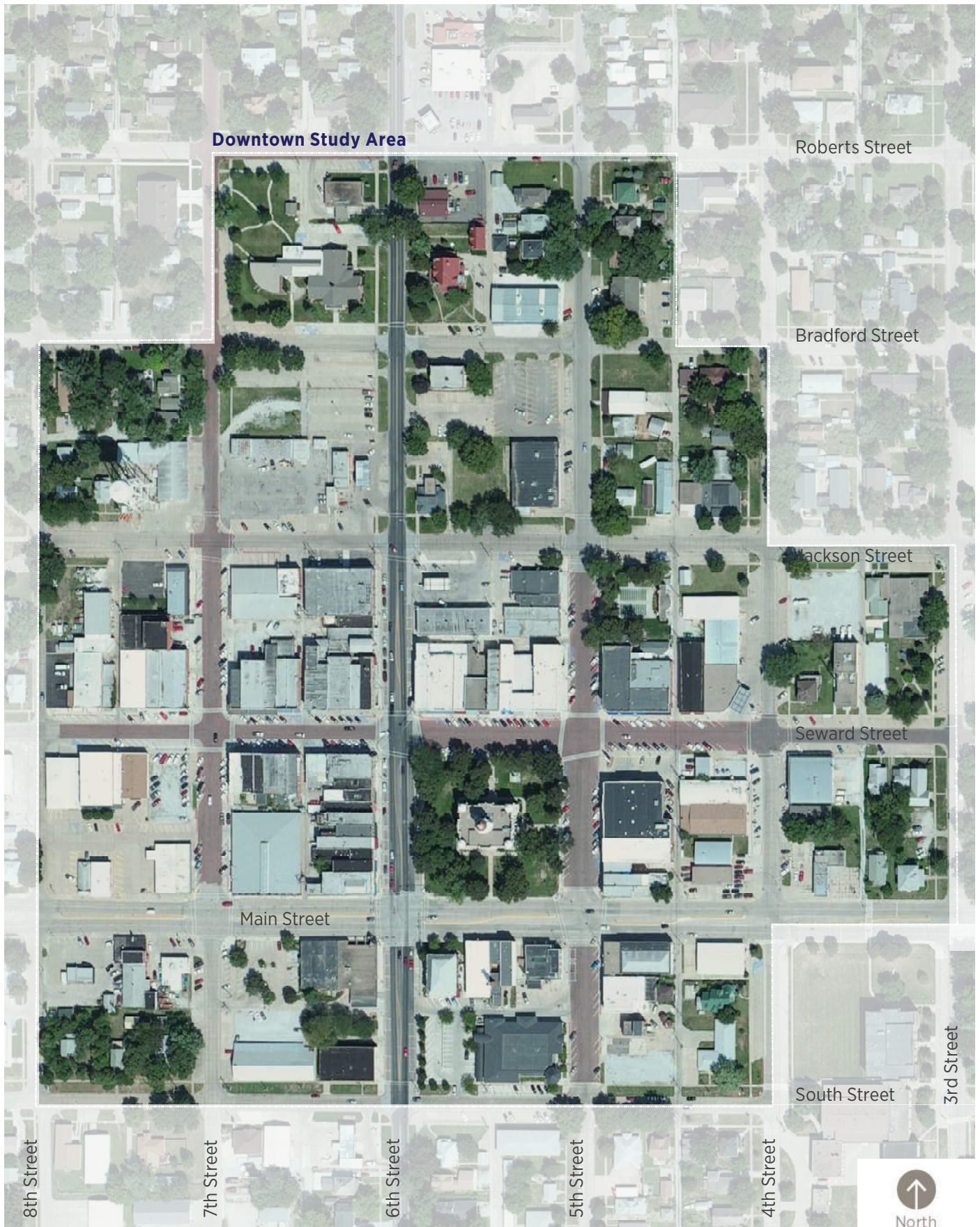


Figure 1.1: Downtown Study Area

## **Historic Building Preservation Recommendations / Process**

The role of the City/DTR Committee that follows the program guidelines is to preserve and re-develop a sense of place and community pride. Their role is to preserve the historic character of buildings within the Downtown District and provide guidelines for visual continuity in the appearance of the downtown. The goal of the program is to assist in the creation of a cohesive, cost effective, and vibrant downtown district and if applicable to restore, improve, or create historic architectural features to facades of buildings.

This document outlines acceptable practices and standards for rehabilitation and renovation of projects. The guidelines lessen the subjective nature of the granting process and give the City/DTR Committee and applicants criteria by which to make informed decisions.

These recommendations concentrate on the historical architecture and appearance of the building. They do not supersede applicable state and local building codes and regulations. The City/Design Committee reserves the right to deviate from these recommendations and the program guidelines to protect the community investment and approve the best qualified applicant possible.

Below is a list of five (5) guiding principles that summarizes the best practices for historic building preservation.

1. Do no harm.
2. Repair rather than replace.
3. Preserve character-defining features.
4. Use same or appropriate materials.
5. Use gentlest and least invasive methods possible.

These principles and guidelines summarize widely-accepted preservation practices described in further detail in the Secretary of Interior's Standards for Rehabilitation (Appendix A).

An outline of the façade grant application process.

1. Review Program Guidelines
2. Historical research / Building analysis
3. Exploratory Investigation
4. Contact Grantor/DTR Committee, if necessary
5. Prepare Application
6. Grantor/DTR Committee perform an initial review of application
7. Upon preliminary approval by the DTR committee, applications are forwarded to SENDD for a Tier II Environmental Review
8. After clearance from both the Tier II Environmental Review and the State Historic Preservation Office the DTR Committee will make a recommendation to the City Council for Final Approval
9. The City and Applicant will enter into a loan agreement.
10. SENDD will meet with the applicant and contractors to review Davis-Bacon (Labor Standards) and ensure the contractor(s) understand their responsibilities. SENDD will preform Davis-Bacon interviews, and will meet with applicant and contractor upon completion of the project for a final inspection.

## **Historical Research**

Before beginning any rehabilitation project, thorough historical research must be conducted to provide sufficient documentation for the changes. Knowing the building's architectural background will give the necessary information to determine which features to preserve through repair, which to recreate, and which to remove altogether. It is this documentation the City/DTR Committee will refer to when helping an owner develop the design of the alterations. The City/DTR Committee recommends beginning this step early to allow sufficient time for the design and application process.

Photographs are a very important piece of documentation that can clearly show a building's historic features. Information on a building's construction history may be found in the County Recorder's office (<https://seward.gisworkshop.com/>). The National Register of Historic Places Inventory may also have information such as the name of structure, address, wall material, over-all shape, dimensions (if known), number of stories, roof type, interesting exterior features, date of construction, alterations, style (if applicable), and known architect/builder:

<https://npgallery.nps.gov/NRHP/GetAsset/cb559a0a-54d0-4f91-ac75-09eb90552b06?branding=NRHP>

For further information, SHPO encourages applicants to contact their office at (402) 471-4787.

## **Building Analysis**

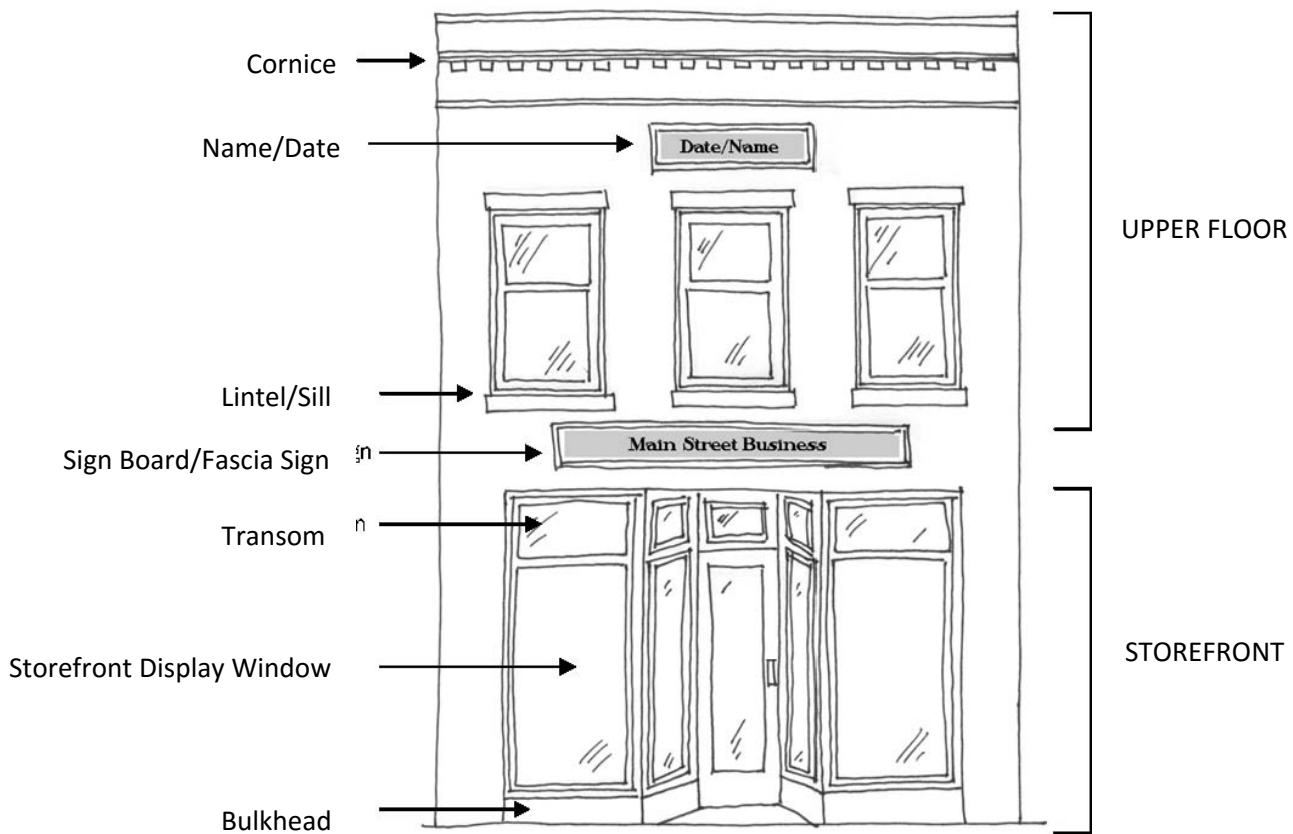
With information about the building's historical appearance, examine the building's current façade. Commercial buildings such as those in the downtown district can be subdivided into three (3) parts: the storefront, the upper stories, and the cornice (Figure 1). Most downtown buildings consist of a storefront and only one upper story, although a few three-story buildings may remain.

The storefront elements consist of an entrance (often recessed), display windows, a bulkhead under the display windows, transom windows over the storefront, and sometimes a sign board, fascia sign or additional cornice. The majority of commercial buildings have either an awning or canopy providing protection for pedestrians. The first floor also may contain an entrance to the upper floors. Later buildings may lack several elements of traditional storefronts such as transom windows, or decorative details.

Upper floors are characterized by smaller window openings that repeat on each floor. These windows may vary in size, type, and decoration but usually are the same for each floor. Other facade details may be present on the upper level facades such as brick banding, corbelling, metal grilles or decorative panels.

The cornice decorates the top of the building and may be made of metal, masonry, or wood. Some decorative cornices project from the building while an ornamental band delineates others. The top of the wall may have a patterned brick band or may have a coping of brick, concrete, or metal.

Evaluate which of the building's character defining features still remain, which have been destroyed, and which are merely covered by modern additions or renovations.



**Figure 1. Typical Commercial Building Features**

### **Exploratory Investigation**

On commercial buildings, modern materials may have been applied over the original facades. To determine the integrity of the historic materials, a small, inconspicuous area should be uncovered. In many instances, the materials and features are preserved and intact. Other times, the modern materials have trapped moisture and accelerated the rot or decomposition. This exploratory investigation provides the owner with important information on the amount of repair or replacement the project will require. This cost of this exploratory work is not covered in the façade grant monies.

### **Review Program Guidelines**

Façade grant applicants should make themselves familiar with the program guidelines described in this document. They outline the eligible improvements and processes that need to be followed. Although these recommendations describe some of the best practices, the City/DTR Committee will work with each owner to develop a plan that preserves and highlights the historic character of that building. Together the guidelines are a standard for which the Downtown Community strives.

## **Prepare Application**

Once the applicant has finalized the scope of their project or façade design, the applicant should begin to gather necessary application materials. Complete application materials are included in the program guidelines under **V. Supporting Data Checklist**. From the design plan, the applicant should create a detailed scope of work describing nature of the work to be done. This scope should be presented to contractors to solicit at least two detailed bid estimates for all major project components. Other elements included in the application are a project budget and timeline to keep the project running smoothly and on task.

## **City/DTR Committee Review of Application and Award**

The applicant will submit the application to the DTR Committee. Satisfactory applications that meet all the grant criteria and applicable design guidelines will be considered for final decision on grant awards. A satisfactory review of the project and application by the DTR Committee staff does not guarantee an applicant will receive a grant.

# **Community Development Block Grant**

## **Seward DTR Façade Improvement / Commercial Rehab Program**

Seward submitted an application to undertake community development activities authorized under the Housing and Community Development Act of 1974 and its corresponding federal regulations. Projects funding under the Community Development Block Grant (CDBG) must meet a national objective. Seward is fulfilling the national objective of eliminating slum and blighted areas (SBA). The City of Seward as a Grantee must also meet CDBG Regulations and Uniform Administrative Requirements.

The purpose of Seward's Downtown Revitalization Program is to improve downtown buildings by restoring, renovating, replacing, or reconstructing facades, structural repairs, exterior building repairs, and internal code compliance. Further program details and eligible improvements are outlined in the City's Program Guidelines.

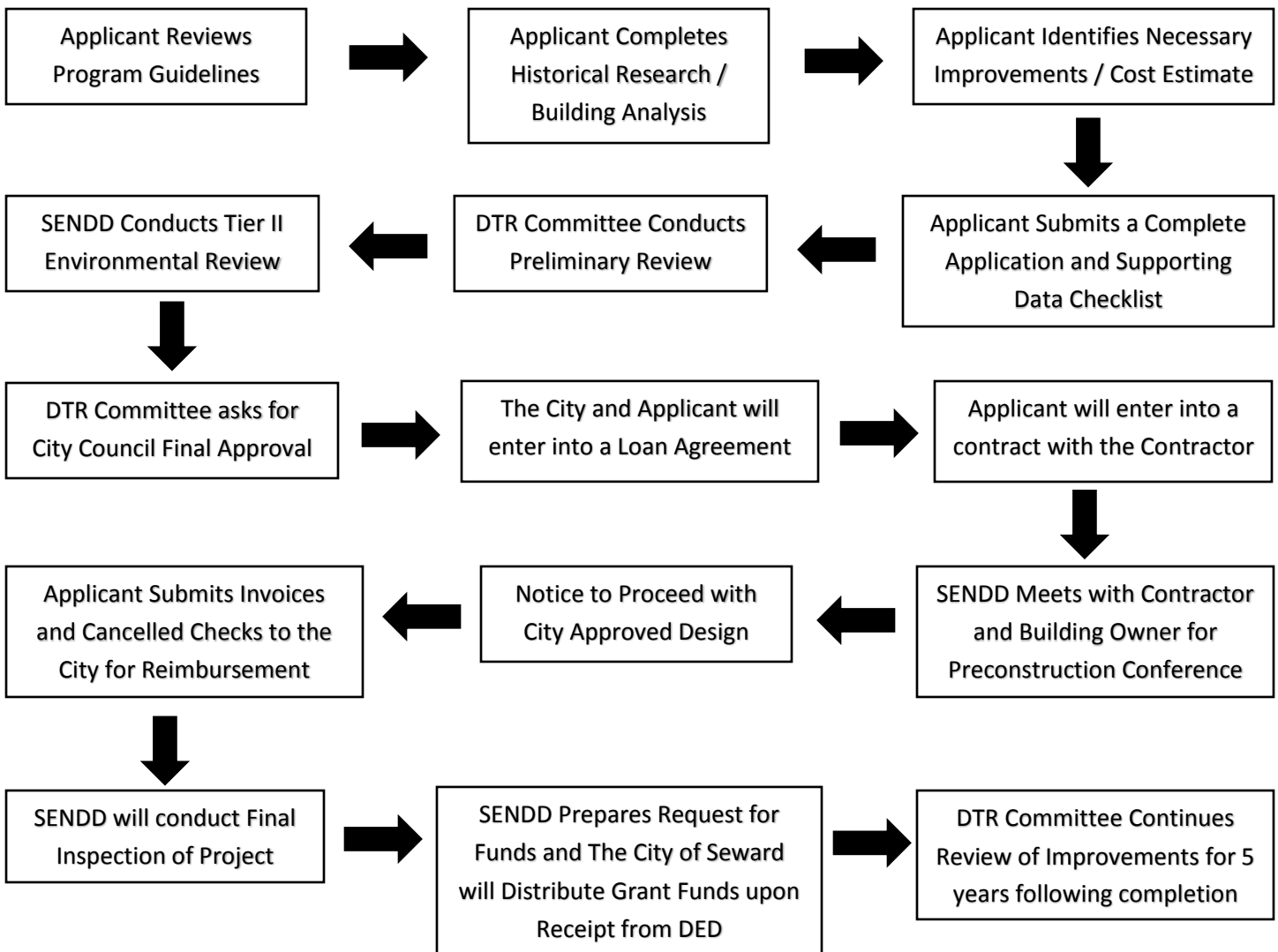
### **Key Points to Follow:**

- Improvements must be in accordance with historic preservation. Having a designated historic district provides access to grants, tax incentives, and assistance with preservation. Building owners can do whatever they want to their building when there are no Federal dollars involved. Through the Federal CDBG program, any changes/improvements made to the building must be reviewed by the State Historic Preservation Office (SHPO). SHPO encourages applicants to contact them with questions early in the planning stages to clarify expectations before plans are finalized.
- Participants in the programs must follow the City's approved Program Guidelines. These guidelines outline eligible projects, requirements, priorities, timelines, and program design. Please contact Greg Butcher or a member of the DTR Committee with questions regarding potential projects, the application process, and questions related to the program.
- Projects involving code compliance such as electrical, structural, and ADA accessibility are subject to an inspection and documentation through the City of Seward. Applications submitted for "interior rehabilitation" may be subject to review by the Department of Economic Development prior to approval by the City. Please contact Ed Gonzalez if you are considering a project involving code compliance or if you have any questions related to city regulations.
- All contractors are required to have a Data Universal Number System (DUNS) number and must be registered on the System for Award Management (SAM) prior to signing a contract with the applicant. A DUNS number can be obtained by calling the request line, and contractors can register for SAM's at [sam.gov](http://sam.gov). Quentin Farley at the Nebraska Business Development Center is a great resource for contractors needed assistance with this process.
- Upon City Council approval, business owners and the contractors involved with the project will meet with SENDD staff to conduct a preconstruction conference to ensure the contractors comply with Davis-Bacon requirements. After completion of all required documents the CDBG Administrator will issue a Notice to Proceed. Trey Ertmer will serve as the program contact for questions related to Labor Standards or contractor requirements.

**PROCESS FLOWCHART AND CONTACTS, ON BACK**



## Flowchart:



## Contacts:

### Historic Preservation:

State Historical Preservation Office  
Jill Dolberg, Review and Compliance Coordinator  
402-471-4773

### Downtown Revitalization Program:

City of Seward  
Greg Butcher, City Administrator  
402-643-2928

### Code Compliance:

City of Seward, Building and Inspection Department  
Edward Gonzalez, Building/Zoning & Code Enforcement Director  
402-643-4000 (ext. 3)

### SAM Registration / Duns #:

Nebraska Business Development Center  
Quentin Farley, Consultant  
402-472-1177

### Davis-Bacon Labor Standards /

### Construction Management:

Southeast Nebraska Development District  
Trey Ertmer, Program Contact  
402-475-2560